

7 DEC 1982

MEMORANDUM FOR: Executive Officer to the DDA

FROM: [redacted] STAT
Director of Information Services

SUBJECT: DCI's Annual Report to Congress

REFERENCE: DDA multiple addressee memorandum dated
17 November 1982; Same Subject (DDA 82-2729/1)

1. In response to the above referenced memorandum, the paragraph contained in the accompanying attachment is submitted for inclusion in the DCI's Annual Report to Congress.

2. If there are any questions, please call me or my Executive Officer,
OIS, [redacted]

STAT

[redacted] STAT

Attachment:
As stated

EXO/OIS [redacted] (6 Dec 1982) STAT

Distribution:

Original - Addressee w/att
1 - Each Division Chief w/att
1 - D/OIS Subject w/att
1 - D/OIS Chrono w/att

CONTRIBUTION TO THE DCI's ANNUAL REPORT TO CONGRESS

The Office of Information Services ceased its internal Agency systematic classification review functions as permitted under the provisions of Executive Order 12356. However, it still provides support for systematic review functions which have been continued by other Government organizations. The Office continues to be involved in the processing of over 3,000 requests from the public under the Freedom of Information and Privacy Acts and the mandatory classification review program. The Office also is installing a word processing system to improve efficiency in responding to pertinent laws and Executive orders and eventually to provide electronic coordination with the Office of General Counsel, the Inspector General, and other Headquarters components. In addition, the Office is developing an Agency-wide electronic document accounting system that is expected to lead to the improved control of information and the networking of component registries.

17 NOV 1982

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Career Management Officer, DDA
Equal Employment Opportunity Officer, DDA
Chief, Safety Staff, DDA
Management Staff, DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DCI's Annual Report to Congress

1. As in past years, we have been asked to contribute to the DCI's Annual Report to Congress. Beyond the specific requirement for this report, I consider our submission to be an excellent opportunity to provide senior Agency management with our perceptions of our performance, problems, and resource needs. You may recall that major portions of our report were incorporated in the DCI's 1981 report.
2. It is requested that each of you submit your contribution to us by COB 8 December so that we can incorporate these submissions in a directorate-wide response. As with last year's report, your contribution should cover the following points: component overview, performance highlights, relations with consumers/customers, future research and development plans, and present/projected resource needs. The period to be covered by your report is the 1982 calendar year.
3. Forwarded herewith for your guidance is a copy of the directorate report submitted in 1981 along with the DCI's memo to NFIB Program Managers and a copy of the remarks he made to our employees on 21 October.
4. If you have any questions or require additional information, please contact [redacted] Executive Officer, DDA, [redacted]

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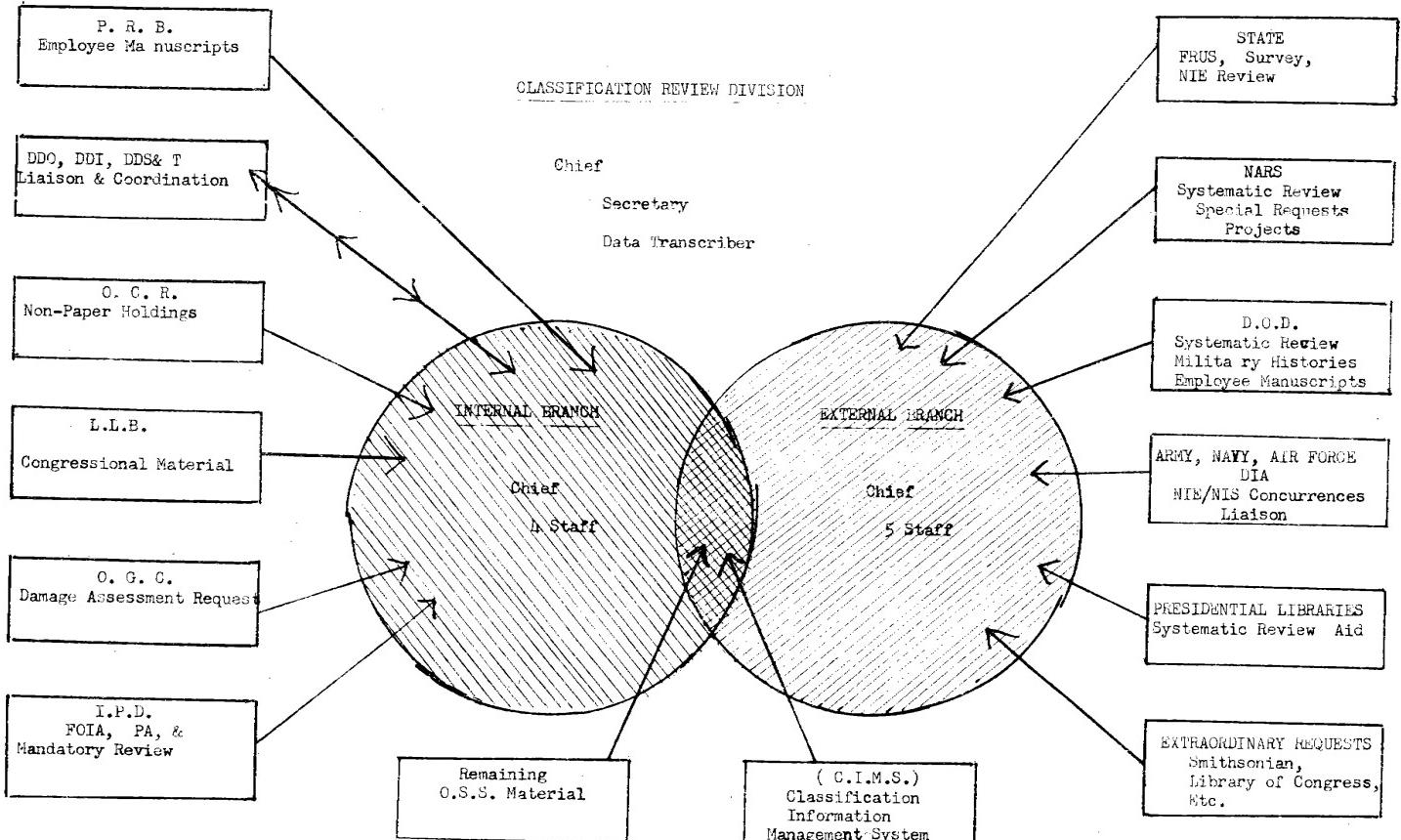
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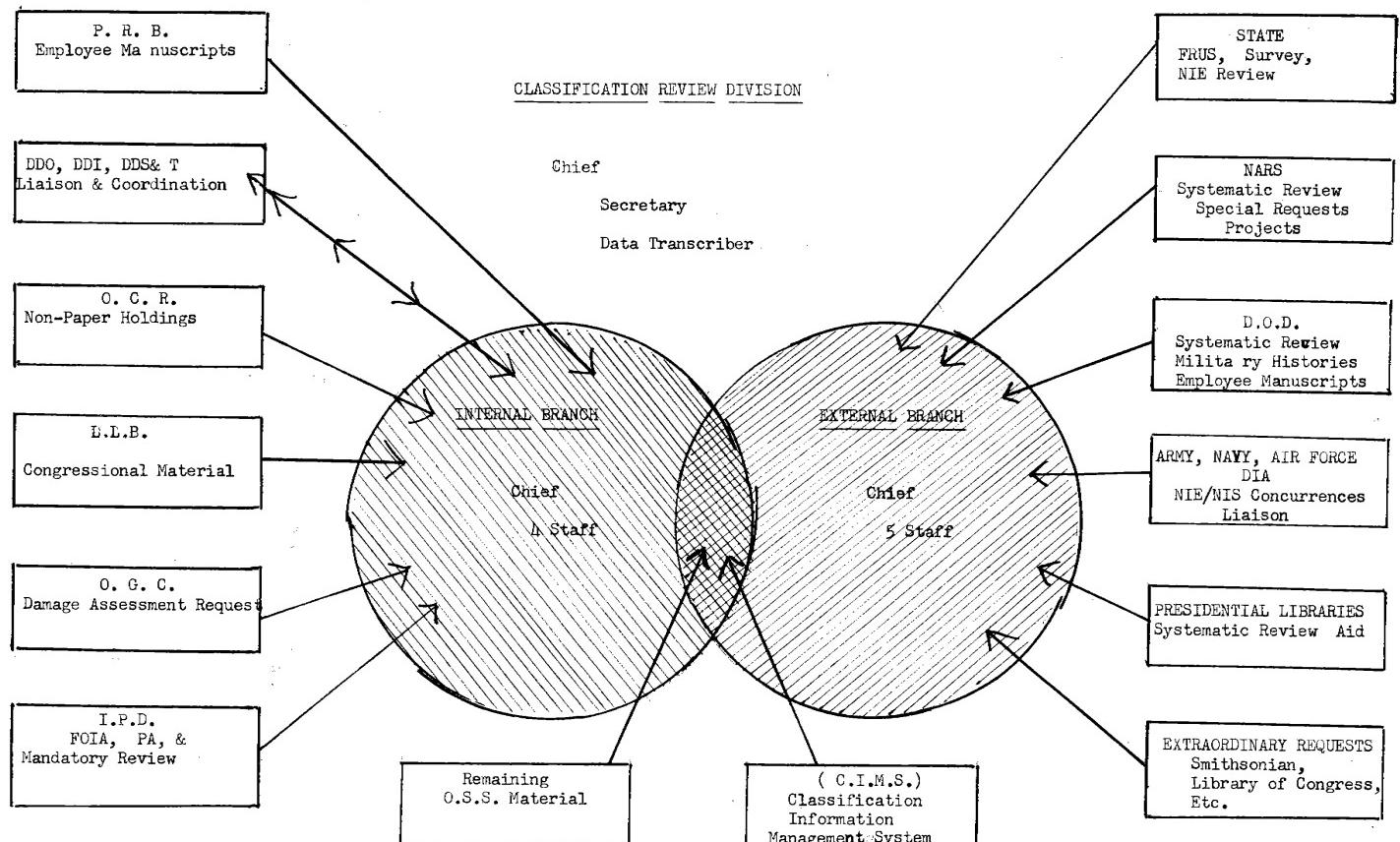
Harry E. Fitzwater

Attachments

SECRET

Final Release Under E.O. 14176
UNCLASSIFIED
When Declassified from attachment





25 October 1982

1. Reorganization

Dropped from 32 to 14 slots

Two branches because:

Administratively have better control over the work
 Internal or non-official review is different for employee manuscripts
 System has been working well
 Review work is given to the best qualified

Workload:

Keeping busy

We do not generate work but must wait for it to come to us
 OSS material good for transitional period - should take at least 6 mos
 CIMS, if flies, will help
 Mandatory review would also help

2. Classification Review Summary

Coordination Guidelines 4500 docs
 19,000 pgs

Presidential Library visits

3 visits, 6 weeks total of 2 persons each
 Mutually educational, appreciated by Library personnel
 No funds budgeted for FY 83 but we would like to continue visits
 Would keep our presence there for any problems
 Other libraries will be coming on line (Johnson has 5 times Truman material)

Coordination W
 Review Report to Other Agencies:

Other agencies suffered cutbacks too
 They do maintain a systematic classification review program
 But volume of work down

Again positive as keeps our presence there
 We come to mind and get questions and problems
 Spills over to coordination of review actions as with State
 We are also called upon for review work such as:
 Smithsonian
 Library of Congress
 FDR Library 6 ft
 U.S. Army Vietnam records and Johnson manuscript
 60,000 linear feet

3. Classification Information Management System:

Basic Objective

Our requirements have been refined
 Input forms have been designed and tested
 We have difficulty in development because we are trying to graft our system onto the PRE system

July 1982

Action Taken On: Docs/Pgs	Docs Released	Docs Held	Docs No Objection
April 19-30, 1982			
[redacted]	226/1482	23	138
T	124/1182	9	110
[redacted]	129/1057	6	88 29 (non CIA)
T	133/426	5	125 3 (non CIA)
June 13-25, 1982			
[redacted]	-E	733/2404	125
T	1154/4118	25	583
	2499/12,151	127	198
Totals:		195 / 8%	829
		1488 1935 1684	1488 / 59%

RESULTS OF CIA'S SYSTEMATIC
CLASSIFICATION REVIEW PROGRAM

3. Systematic Classification Review

Program has ended

Over the 5 yrs: 23000 ft orig
perm odds

3,000 cu ft reviewed

2% declassified

20,000 remain

Average of 20 reviewers

4 IAs

Cost 6.5 mil \$2200 per ft

DARE records all the actions

400,000 entries

When + if there is a new syst rev prog:

We will know what records have
been reviewed

We will know which records have
a higher declass rate - not many

We will have a solid basis for
predicting what to expect
from a new program

SeptAug

21834	break	18,903 OSS
24,066	OSS	22,777 OSS
14,030	OSS	745 NARS
33,221	OSS	547 NARS
36,783	OSS	18,873 OSS
23,589	OSS	694 NARS
<hr/>		14,501 OSS
<u>153,523</u>		<u>77,090</u>

July

29 548	OSS
2 233	CIA
23 558	OSS
19 950	OSS
3858	CIA
6063	CIA
8727	OSS
28 045	CIA
17 264	OSS
<hr/>	
<u>192 352</u>	

OSS - 152,153 80%
 CIA - 40,199 20%

O - Scheduled
X - Actual

1 of 2

Oct 1982

Office: Office of Information Services
Objective Statement: Maintain and refine the capability for review in a timely, consistent manner of Agency information
Responsible Officer: _____ as required by Executive order and Agency regulation.
Significant Funding Amount: \$ _____ FY _____
Date Submitted: 1 December 1981

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Review 150,000 pages per month in systematic review program.		X			X			X			0	*
Complete review of OSS permanent records.											0	**
Obtain DCI's certification of documents input to DARE in CY81.				X	0							
Inventory and commence review of non-paper records holdings.	0			X								
Arrange for visits of teams of Presidential Libraries.						X						
Provide guidance to NARS for review of unmarked, sensitive documents.	0					X						

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O - Schedule
 X - Actual

Office: Office of Information Services

Objective Statement: Maintain and refine the capability for review in a timely, consistent manner of Agency information

as required by Executive order and Agency regulation.

Responsible Officer:

Significant Funding Amount: \$ _____ FY _____

Date Submitted: 1 December 1981

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Prepare a proposal for the systematic classification review program.					0		X					
Refine NARS' future requirements for support and establish procedures for the review of State's supplemental documents to FRUS.					X							
Complete review of the 1951 and 1952-54 volumes of FRUS.	0			X								
Establish procedures for the review of the 1955-57 FRUS volumes.				X								
Continue to refine manuscript review procedures.							0					

X - Actual

Office: Office of Information Services

Objective Statement: Maintain and refine the capability to respond in a timely, consistent manner to requests for
Responsible Officer: release of Agency information as required by statute

Significant Funding Amount: \$ _____ FY _____ or Executive order.

Date Submitted: 1 December 1981

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	CCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish an Initial Branch in IPD.			X									
Automate more of IPD's routine procedures												0
Revise _____							0				0	
Revise the Agency rules and procedures for administering the Freedom of Information and Privacy Acts as promulgated in the <u>federal Register</u> .							0				0	
Update the FOIA/PA course curriculum.					X							

STAT

Page 2 of 2

Approved For Release 2008/01/09 : CIA-RDP93B01194R001100150003-0
X - ACTUAL

Office: Office of Information Services

Objective Statement: Maintain and refine the capability to respond in a timely, consistent manner to requests for release of Agency information as required by statute or Executive order.

Responsible Officer: [redacted]

Significant Funding Amount: \$ [redacted] FY [redacted]

Date Submitted:

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Hold an Agency-wide symposium on changes in the methodology for processing requests.						0						
Enhance IPD's DECAL system.											0	

STAT

Office: Office of Information Services
 Objective Statement: Continue to develop and maintain a records management program.
 Responsible Officer:
 Significant Funding Amount: \$ FY
 Date Submitted: 1 December 1981

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	CCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop capability to periodically audit component registry and records management practices.								X				X
Complete the Headquarters records review.											0-----0	(June 1983)
Develop TRIS planning paper in cooperation with ODP.								X				X
Develop plan for ADP and audiovisual records programs.							0-----0					X
Study and make recommendations for information handling procedures in the Office of Personnel file room.												X
Complete Phase I and begin Phase II of RAMS.												X

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X - Actual

Office: Office of Information Services

Objective Statement: Continue to develop and maintain a records management program.

Responsible Officer: [redacted]

Significant Funding Amount: \$ [redacted] FY [redacted]

Date Submitted: 1 December 1981

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Update [redacted]						0				0		

STAT

X - Actual

Office: Office of Information Services
 Objective Statement: Develop a uniform numbering system for all HR's and FR's.
 Responsible Officer: _____
 Significant Funding Amount: \$ _____ FY _____
 Date Submitted: 1 December 1981

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Reconcile the HR and FR numbering system.			1									
Forward to DDO the renumbered FR's for approval to publish.				1								
Prepare FR's for Printing and Photography Division processing for reissuance.							1					
Review FR page proofs received from Printing and Photography and verify.										26		
1/Distribution of the FR's, as appropriate.											30	
Please see attached sheet for explanation of footnotes.												

Notes:

1/ Planned distribution of these FR's was put back to the first quarter FY 1983 in March 1982. This was due to the delivery of NBI word processing equipment to RCD during the second quarter of FY 1982 with the attendant training and learning process plus an increased workload that required a short modification of work planning. In addition during FY 1982 third quarter, RCD's planning was further disrupted because of the unexpected difficulty that P&PD experienced in providing accurate page proofs on the FR's. The RCD editors, after reviewing page proofs for verification, found it necessary to send these back to be corrected. In many instances it took two, three, and four series of page proofs before the editors could verify the copy as accurate. Considering the volume involved, this added considerably to the workload of the editors.

2/ The modified objective to get all FR's to P&PD for page proofs has been met.

3/ Distribution of the FR's now scheduled for first quarter FY 1983 is considered feasible. Page proofs for more than 2/3 of the FR categories already have been verified as accurate by RCD editors. P&PD has gained experience in handling this project and periodic meetings between RCD and P&PD to focus on difficulties has resulted in a major improvement in the P&PD page proofs.